

**Request for Proposals:**

From Qualified Non-Profit Organizations  
(for Affordable Housing Marketing Services)

**“Attachment 1”**

**Minimum Requirements for Participation**

1. The organization must a non-profit corporation in good standing with Secretary of State of Texas
2. The organization and board members must not owe any money to the City of Houston or any other local tax organizations of Harris County
3. The organization and board members must not be in default on any contractual or other obligation to City of Houston or any other local tax organization of Harris County
4. At least 20% of those board members who have served for 12 months or more must either live within the identified geographic service area or own a business within the identified geographic service area
5. The organization must have been in existence and had an office for operations for at least the past three years
6. The organization must have had operating revenue for, at least, each of the past three years
7. The organization must have at least one salaried employee
8. The organization must provide satisfactory financial statements for calendar years 2007 and 2008

9. The organization must provide the following additional information:
- a. evidence of no bankruptcy, debarment or business foreclosure for the past ten years;
  - b. identification of geographic service area;
  - c. evidence of current checking account;
  - d. satisfactory bank reference;
  - e. list of board members and resumes of all board members;
  - f. list of staff and resumes of all staff members;
  - g. evidence of length of time in existence; and
  - h. list of successful housing and other projects.

**Note-** Sales by the organization for or on behalf of developer/builders shall be conducted in compliance with the Texas Real Estate License Act, Chapter 1101, Texas Occupation Code.